

**ENGINEERING AND RELATED SERVICES
SEPTEMBER 3, 2010**

**STATE PROJECT NO. 700-99-0549
RETAINER CONTRACT FOR TRUST INDENTURE SERVICES AND ENGINEERING
SERVICES FOR CRESCENT CITY CONNECTION TOLL FACILITIES
ORLEANS, JEFFERSON AND ST. BERNARD PARISHES**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met prior to the execution of the contract.** The Consultant/Team selected will be awarded the retainer contracts for State Project Nos. 700-99-0549 and 700-99-0550.

DOTD Project Manager – Mr. Odigwe Mokogwu, P.E., CCCD Staff Engineer

All inquiries concerning this advertisement should be sent in writing to Debbie.Guest@LA.gov.

PROJECT DESCRIPTION

The selected Consultant/Team shall provide Trust Indenture Services and Engineering Services for the Crescent City Connection Toll Facilities.

The selected Consultant/Team shall be required to execute a Task Order (TO) for each designated service which will specify the scope of services, contract time, and compensation. Each TO will become part of the Retainer Contract.

SCOPE OF SERVICES

TRUST INDENTURE SERVICES

The selected Consultant/Team will provide Trust Indenture services to the DOTD as follows:

1. Operation and Maintenance – recommendations for operation and maintenance of bridge and ferry facilities.
2. Operating Budget – review and approval
3. Insurance:
 - a. Periodic determination of replacement value
 - b. Approval of insurers

- c. Approval of deductible amount
4. General Accounting Reserves - certification and estimation of reserves needed for bridge and ferry purposes
5. Surplus Properties - certification for sale or disposal
6. Consultation with DOTD staff on an as-needed basis
7. A monthly narrative status report for all projects activated and authorized, and attendance by a representative of the Consultant/Team at monthly Marine Maintenance and Bridge and Building Maintenance staff meetings
8. Emergency response and inspection of affected facilities following vessel collision with DOTD bridges or with ferry terminals, vehicular collision with bridge or terminal elements, fire, explosion, hurricane, icing, etc. A brief inspection report will be required with an estimate of repair cost for each incident.
9. Planning and scheduling of future DOTD repair and improvement projects sufficient to develop estimates of project cost for inclusion in the DOTD Capital Outlay Budget for each fiscal year.
10. Provide recommendations on the toll system, toll plaza configuration, toll tag lane designations, plaza configuration, toll tag lane designations, traffic channelization, etc., to maximize toll collection efficiency.
11. Develop a plan to close CCCD in 2012.
12. Develop an alternate plan to turn CCCD over to an independent toll authority.
13. Supplement accounting functions to ensure all monies are accounted for.
14. Provide contract employees to fill vacant positions. These positions include but are not limited to accountants, accountant specialists (includes toll collectors), engineers, engineering technicians, marine architects, masters, marine engineers, deck hands, and electricians.

ENGINEERING SERVICES FOR SPECIFIC PROJECTS

The selected Consultant/Team will provide engineering services for individual specific projects identified and assigned by the DOTD, including the following:

1. Conduct detailed studies, analysis, or surveys necessary to detail the work to be accomplished for maintenance, repair, modification, or improvement projects to DOTD facilities.
2. Prepare construction contract plans, special provisions, cost estimates, and bidding documents for maintenance, repair, modification, or improvement to projects to DOTD facilities. Contract plans will be stamped by a Registered Professional Engineer in the State of Louisiana.
Some projects will require the Consultant/Team to prepare a complete bid package while other projects will only involve the preparation of plans and technical specifications to be incorporated into a bid package prepared by the DOTD Staff Engineer.
3. Check construction contractor shop drawings as may be required for a specific project. Construction administration and resident engineer services may be furnished by DOTD personnel, but construction advisory services may also be required.
4. Conduct investigation and conceptual development of repair projects and/or new projects sufficient to advise DOTD as to the scope and nature of the proposed work, approximate

estimate of construction cost, engineering effort and cost, procedures, time frame, constraints, etc.

5. Review, as may be required by the DOTD, of plans that have been prepared by other engineers, engaged by the DOTD for repair or improvement projects.
6. Provide construction inspection services on specific projects with the CCCD Staff Engineer serving as the Project Engineer. This inspection will include monitoring work in progress, performing and/or monitoring sampling and testing procedures required by the project specifications, maintaining required construction records such as field books and daily diaries, verifying all pay quantities by measurement and/or calculation.
7. Provide system and project management services for the development of an RFP and implementation of a new integrated electronic toll collection system.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards and DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices (2003 Edition)
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. Engineering Directives and Standards Manual (EDSM)

ITEMS TO BE PROVIDED BY DOTD

The DOTD will provide the Consultant without charge the following:

1. All information which it has in its files as to facility details, traffic counts, soil data, future plan and studies, and assistance in securing similar data from others to the extent available
2. Core Borings and Soil Surveys, if required
3. As-Built Plans, if available

4. Standards Plans, as needed

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$3,250,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All travel related expenses will be compensated under direct expenses and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.state.la.us/osp/travel/travelOffice.htm>.

CONTRACT TIME

Each Retainer Contract shall be in effect for the duration of **four years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program, or adopt DOTD's program, in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control/Quality Assurance Manual and EDSM No. I.1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. At least one Principal of the Prime Consultant must be a Professional Civil Engineer registered in the State of Louisiana.
2. At least one Principal or responsible member of the Prime Consultant must be a Professional Civil Engineer with a minimum of ten years experience in design of complex bridges and related structures.

2. The Prime Consultant must employ on a full time basis a minimum of three Registered Professional Civil Engineers, each with corresponding support staff. One Engineer with a minimum of five years experience in the design and repair of complex structures, such as ferry landings, dolphins, fenders, cantilever trusses, curved steel girders, prestressed concrete girders, etc. One Engineer with a minimum of ten years experience in the evaluation and repair of damaged and/or deteriorated bridge components. The corresponding support staff for the engineers shall include FHWA certified bridge inspectors with experience in underwater inspections and commercial diving operations, and CAD drafters having experience with DOTD CAD Standards.
3. In addition to the above requirements, the Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. One Registered Professional Land Surveyor and a three man crew.
 - b. One Registered Professional Electrical Engineer and a corresponding support staff.
 - c. One Registered Professional Mechanical Engineer and a corresponding support staff.
 - d. One Architect and a corresponding support staff.
 - e. One Naval Architect or Marine Engineer and a corresponding support staff.
 - f. One Landscape Architect.
 - g. Sufficient trained field personnel to respond to emergency incidents within four hours after notification is received by the Consultant.
 - h. One DOTD approved Traffic Control Supervisor.
 - i. One IT professional with experience in toll collection and accounting systems operation and maintenance.
 - j. One Certified Public Accountant with experience in businesses with large numbers of daily cash and electronic transactions.

Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Manpower requirements listed herein.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3; **
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; *
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;

* The Bridge Design (Complex) (BC) performance rating will be used for this project.

** Respondents that are too large will receive no less than a 2 in this category.

The complexity level for this contract is: **Complex**

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Consultant Evaluation Committee will be responsible for performing the above described evaluation, and will present a short list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debra Guest – Ex officio
2. David Miller – Project Coordinator
3. Odigwe Mokogwu – Project Manager
4. Herb Hotard – Marine Maintenance
5. Steve Sibley – Bridge Maintenance
6. Michael Bridges – Management and Finance

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the DOTD regarding this advertisement only through the DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and DOTD employees is allowed during DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the DOTD, may result in the rejection of submittal, at the sole discretion of the DOTD;

- D. Any official information regarding the project will be disseminated from the DOTD'S designated representative on the DOTD website. Any official correspondence will be in writing;
- E. The DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and **five** copies of the SF 24-102 must be submitted to DOTD which will cover both State Project Nos. 700-99-0549 and 700-99-0550. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with **State Project Nos. 700-99-0549 and 700-99-0550**, and will be submitted **prior to 3:00 p.m. CST on Monday, September 20, 2010**, by hand delivery or mail addressed to:

Department of Transportation and Development
Attn.: Ms. Debra L. Guest, P. E.
Consultant Contract Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.